

KENTUCKY EARNINGS REPORT (PR-STW-6)

DECEMBER 1999

VERSION (1.0)

KENTUCKY EARNINGS REPORT

DESCRIPTION

The *Kentucky Earnings Report* provides a printed listing of employee payroll earnings for a given period. The report prints the following information by employee:

- Check Date
- Check Number
- Check Gross
- User Defined Deductions
- Check Net
- Employee Totals

GENERATING THE KENTUCKY EARNINGS REPORT

To Generate a Kentucky Earnings Report, Select:

- B) PAYROLL & PERSONNEL
 - F) Retirement & State Specific
 - B) State of Kentucky
 - J) Kentucky Earnings Report

The following screen is displayed:

Session	Edit	Commands	Settings	Help
KENTUCKY EARNINGS REPORT				
Action: Define Rpt-Options Output Exit				
Define the options for 'Output'.				
Check Date	[]	To	[]	
Employee	[0]	To	[999999]	
Location	[]	To	[ZZZZ]	
Org	[]	To	[ZZZZZZZZ]	
Report Sort Order [N] Employee Name				
Job Class Description [S] Short Description				

Deduction Ranges:				
1) FICA	[1000] To [1001]	2) MEDICARE	[1100] To [1101]	
3) TSA	[2000] To [2399]	4) HLTH INS	[2400] To [2799]	
5) FIT	[3000] To [3010]	6) SIT	[4000] To [4999]	
7) LIT	[5000] To [5999]	8) OTHER 1	[6000] To [6999]	
9) RETIRMNT	[7000] To [7999]	10) OTHER 2	[8000] To [8999]	
11) OTHER 3	[9000] To [9999]			

1. Select **Define** from the Ring Menu.
2. Enter the following fields:

Field Name	Description
Check Date	Check Date Range to report on.
Employee	Employee range to report on. Use defaults to report on all employees or enter the same employee number in both fields to report on one employee only.
Location	Accept the default if appropriate. Otherwise, enter the location of the employees on which you wish to report.
Org	Accept the default if appropriate. Otherwise, enter the Org code of the employees on which you wish to report.
Report Sort Order	N – Employee Name, E – Employee Number, S – Employee SSN, or L – Loc/Employee Name.
Job Class Description	S – Short Job Class Description or L – Long Job Class Description

1. Press **ESC** to save the report definition.
2. Select **Rpt-Options** to change the default **Deduction Ranges** and the following screen is displayed:

Session	Edit	Commands	Settings	Help
KENTUCKY EARNINGS REPORT				
Options: Define lScr Define report options				
Deduction Definition				
Range Title		Default Ranges		
-----		-----		
1)	[FICA]	[1000]	To	[1001]
2)	[MEDICARE]	[1100]	To	[1101]
3)	[TSA]	[2000]	To	[2399]
4)	[HLTH INS]	[2400]	To	[2799]
5)	[FIT]	[3000]	To	[3010]
6)	[SIT]	[4000]	To	[4999]
7)	[LIT]	[5000]	To	[5999]
8)	[OTHER 1]	[6000]	To	[6999]
9)	[RETIRMNT]	[7000]	To	[7999]
10)	[OTHER 2]	[8000]	To	[8999]
11)	[OTHER 3]	[9000]	To	[9999]

These deduction **Range Titles** and **Ranges** are the default deduction ranges for FICA, Medicare, Taxed Sheltered Annuities (TSA), Health Insurance, Federal Income Tax (FIT), State Income Tax (SIT), Local Income Tax (LIT), Retirement, and Other 1, 2, and 3 deductions. Change these defaults, if they do not correspond to the deduction ranges at your district or if you wish to specify particular deductions. Even if the above ranges are to be used, you may wish to change the 'Other' labels to more accurately describe the ranges. You can determine your deduction ranges by viewing the **Master Deduction File** in the **Payroll Auxiliary Programs**.

WARNING *If these deduction ranges are not set to match the deduction ranges at your district, the report will provide inaccurate information.*

- To change the defaults, select **Define** from the Ring Menu and enter the appropriate range title and corresponding deduction ranges.
- Select **Output** to print the report.

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XX/XX/XXXX
1
15:53:33
prkyearn

SCHOOL DISTRICT

PAGE

KENTUCKY EARNINGS REPORT

FROM 07/01/XXXX TO 06/30/XXXX

SOC SEC #	EMP NO	LAST NAME	FIRST NAME	LOC	ORG	OBJ	PROJ
XXX-XX-XXXX	7	SMITH	JOE		2201118	0110	

2314 MEMORY LANE	Payroll Status: A	Sex: M	Mar: M
FRANKFORT	DOB: 09/14/49	Job: 2060 HS TEACH	Fed Dep: 2
KY 40601	DOH: 08/16/83	Primary Loc: 220 MUNIS HIGH	State Dep: 2

DATE	CHECK	TOT GROSS	FICA	MEDICARE	TSA	HLTH	INS	FIT	SIT	LIT	OTHER 1	RETIRMNT	OTHER 2	OTHER 3	TOT NET
08/31	422	4253.75	0.00	0.00	0.00	0.00	425.81	202.57	0.00	0.00	419.21	0.00	0.00		
3206.16															
09/30	446	4253.75	0.00	0.00	0.00	0.00	425.81	202.57	0.00	0.00	419.21	0.00	0.00		
3206.16															
10/01	470	4253.75	0.00	0.00	0.00	0.00	425.81	202.57	0.00	0.00	419.21	0.00	0.00		
3206.16															
10/02	493	4253.75	0.00	0.00	0.00	0.00	425.81	202.57	0.00	0.00	419.21	0.00	0.00		
3206.16															
11/02	540	4253.75	0.00	0.00	0.00	0.00	425.81	202.57	0.00	0.00	419.21	0.00	0.00		
3206.16															
11/03	564	4253.75	0.00	0.00	0.00	0.00	425.81	202.57	0.00	0.00	419.21	0.00	0.00		
3206.16															
11/30	516	4253.75	0.00	0.00	0.00	0.00	425.81	202.57	0.00	0.00	419.21	0.00	0.00		
3206.16															

EMP TOTALS:	29776.25		0.00		0.00		1417.99		0.00		0.00		0.00		
22443.12															
		0.00			0.00		2980.67		0.00		2934.47			0.00	